

Name		
Address		
City	State	ZIP+4
Phone (      )	E-mail address	
Company (optional)		

# Seattle

## Workshop Registration

### Friday, October 27, 2006

**Mail copy of this registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Shari Purves-Reiter**  
**PO Box 44400**  
**Olympia WA 98504-4400**

**OR FAX to: 360 902-5292**  
**OR Call: 360 902-4733**

**Select one class in each time frame by checking the corresponding box.**

**PLEASE make Copy of this registration for your reference at the workshop.**

Time	Room	Course Title	
<b>7:30 AM</b>	Check-in and networking		
<b>8:00 AM</b>	<input type="checkbox"/>	Lecture Hall	Bidding, Estimating and the Bottom Line
	<input type="checkbox"/>	Core Building	Accident Prevention / Safety
	<input type="checkbox"/>	Library	State Taxes – Sales, Use & B&O
	<input type="checkbox"/>	Portable A	Plumbing Contractors – Certification Requirements*
	<input type="checkbox"/>	Boat Loft	Everything You Wanted to Know About Your L&I Account
	<input type="checkbox"/>	Portable B	New Contractor Overview
<b>9:30 AM</b>	<input type="checkbox"/>	Lecture Hall	Bidding, Estimating and the Bottom Line
	<input type="checkbox"/>	Core Building	Accident Prevention / Safety
	<input type="checkbox"/>	Library	State Taxes – Sales, Use & B&O
	<input type="checkbox"/>	Portable A	Prevailing Wage
	<input type="checkbox"/>	Boat Loft	Managing Claims to Control Your Industrial Insurance Costs
	<input type="checkbox"/>	Portable B	New Contractor Overview
<b>11:00AM</b>	<input type="checkbox"/>	Lecture Hall	Cash Flow Management - Understand Your Business Financials
	<input type="checkbox"/>	Core Building	Hiring an Independent Contractor / Prime Contractor Liability
	<input type="checkbox"/>	Library	Saving Money on Unemployment Premiums
	<input type="checkbox"/>	Portable A	Electrical Licensing 101 *
	<input type="checkbox"/>	Boat Loft	Get Money Back from L&I – Say It's So!
	<input type="checkbox"/>	Portable B	Overtime and Break periods
<b>12:00PM</b>	Lunch – on your own      Café will be open		
<b>1:00PM</b>	<input type="checkbox"/>	Lecture Hall	Construction Contracts – What you should know!
	<input type="checkbox"/>	Core Building	What Safety Rules Apply to my Business
	<input type="checkbox"/>	Library	The Essentials of Small Business Planning
	<input type="checkbox"/>	Portable A	Bid Preparation and the Government Contracting Process
	<input type="checkbox"/>	Boat Loft	Well Driller Certification and Licensing
	<input type="checkbox"/>	Portable B	How to Hire and Find Good Employees
<b>3:00 PM</b>	<input type="checkbox"/>	Lecture Hall	Construction Contracts – What you should know!
	<input type="checkbox"/>	Core Building	How do I Protect Myself and My Business?
	<input type="checkbox"/>	Library	The Essentials of Small Business Planning
	<input type="checkbox"/>	Portable A	Risk Management
	<input type="checkbox"/>	Boat Loft	Have you done your Weeklies/Job site safety setup
	<input type="checkbox"/>	Portable B	Plumbing Code Training – Part 1**

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other \_\_\_\_\_

**Classes will be located in the**  
**Wood Construction Center**  
**Corner of 23<sup>rd</sup> Ave S & S.**  
**King Street**  
**Seattle, Washington 98144**

☐ \*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which will require attending the two (\*) required classes plus two others for a fee of \$48.00. (First four (4) time slots)

☐ \*\*Yes, I will to attend the Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

Name		
Address		
City	State	ZIP+4
Phone (     )	E-mail address	
Company (optional)		

**Edmonds  
Workshop Registration  
Friday, December 15, 2006**

**Mail copy of this registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Shari Purves-Reiter**  
**PO Box 44400**  
**Olympia WA 98504-4400**

**Select one class in each time frame by checking the corresponding box.**

**OR FAX to: 360 902-5292**  
**OR Call: 360 902-4733**

**PLEASE make Copy of this registration for your reference at the workshop.**

Time	Room	Course Title	
7:30 AM	Check-in and networking		
8:00 AM			
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	1 Hour 25 Minutes
<input type="checkbox"/>	SQL 213	Accident Prevention / Safety	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	SQL 201	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	SQL 202	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	SQL 205	New Contractor Overview	
9:30 AM			
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	1 Hour 25 Minutes
<input type="checkbox"/>	SQL 213	Accident Prevention / Safety	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	SQL 201	How do I Protect Myself and My Business?	
<input type="checkbox"/>	SQL 202	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	SQL 205	New Contractor Overview	
11:00AM			
<input type="checkbox"/>	SQL 212	Effective Marketing for Contractors	55 Minutes
<input type="checkbox"/>	SQL 213	Prevailing Wage	
<input type="checkbox"/>	SQL 214	Tips on Handling the Difficult Customer	
<input type="checkbox"/>	SQL 201	Electrical Licensing 101 *	
<input type="checkbox"/>	SQL 202	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	SQL 205	Overtime and Break periods	
12:00PM	Lunch – on your own		
1:00PM			
<input type="checkbox"/>	SQL 212	Construction Contracts – What you should know!	1 Hour 55 minutes
<input type="checkbox"/>	SQL 213	What Safety Rules Apply to my Business	
<input type="checkbox"/>	SQL 214	The Essentials of Small Business Planning	
<input type="checkbox"/>	SQL 201	Bid Preparation and the Government Contracting Process	
<input type="checkbox"/>	SQL 202	How to Hire and Find Good Employees	
<input type="checkbox"/>	SQL 205	Green Building	
3:00 PM			
<input type="checkbox"/>	SQL 212	Construction Contracts – What you should know!	2 Hours
<input type="checkbox"/>	SQL 213	Cash Flow Management - Understand Your Business Financials	
<input type="checkbox"/>	SQL 214	Well Driller Certification and Licensing	
<input type="checkbox"/>	SQL 201	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	SQL 202	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	SQL 205	Plumbing Code Training – Part 2**	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other \_\_\_\_\_

**Classes will be located in the  
Edmonds Community College  
20000 68<sup>th</sup> Ave West  
Lynnwood, Wa 98**

☐ \*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which will require attending the two (\*) required classes plus two others for a fee of \$48.00. (First four (4) time slots)

☐ \*\*Yes, I will to attend the Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.



# Free Trainings for Construction Contractors

**Where: Wood Construction Center**  
**Corner of 23<sup>rd</sup> Ave S and S. King Street**  
**Seattle, Washington 98144**

**Edmonds Community College**  
**20000 68<sup>th</sup> Street**  
**Lynnwood, Washington 98**

**When: Seattle - October 27, 2006, 8:00 AM – 5:00 PM**

**Edmonds – December 15, 2006, 8:00am – 5:00pm**

**Check-in and networking begins at 7:30 AM**

What are recent workshop attendees saying about the Contractor Training Days.....

**Don't miss out on this great training event! Fax in your registration today!**

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## Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented in Edmonds by Ada Krakow, Prevailing Wage Agent with L&I and presented in Seattle by Beatriz Hart, Prevailing Wage Agent with L&I.

**New Contractor Overview** (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. In Seattle Presented by Dennis Yonker, Contractor Registration Technical Specialist at L&I in Edmonds presented by Bruce Weech, Contractor Compliance Specialty Supervisor.

**Everything You wanted to know about your L&I Account** (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Diane Doherty, Risk Manager, L&I.

**Get Money Back from L&I – Say It's So!** (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Ann Jarvis, Vice President of Safety & Education for Associated Builders and Contractors of Western Wa. (ABC), and a 30 year construction industry veteran, and Diane Doherty, Risk Manager with 19 years experience.

**Managing Claims to Control Your Industrial Insurance Costs** (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Sue Callaghan, and Gary Delozier, Claims Unit Supervisors, Labor & Industries.

**Overtime and Break Requirement** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. In Seattle Presented by Jim Ashcraft, Specialty Compliance Supervisor with L&I and in Edmonds presented by Deanna Ensley, Industrial Relations Agency with L&I.

**Pump Installer Certification and Licensing:** Learn about the new licensing requirements for this trade, understand the grandfathering process and understand how to obtain this new certification. Presented by Roger Chick, Electrical Technical Specialist, a 12 year L&I veteran and former lead electrical inspector.

**Saving Money on Your Unemployment Insurance Costs** (*Contractors with employees*) – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented in Seattle by Pieter van Amerongen, Administrator Employment Security and in Edmonds by Snohomish County Employment Security

**What Safety Rules Apply to my Business?** (*All contractors*) – Overview of Chapter 296-155 WAC – Safety Standards for construction work, resources, tools and related standards. Presented by Victoria Myles, Labor and Industries Safety Consultant.

**Accident Prevention Plans / Safety** (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Victoria Myles, L&I, Safety Consultant.

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability** (*All contractors*) – Learn your requirements and responsibilities when hiring "independent contractors". This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Doric Olson of Labor and Industries and a team of experts from L&I and Employment Security.

## Course Descriptions and Presenters, continued

**\*Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

**\* Electrical Licensing 101** (*All contractors*) – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is “Grand fathering”? How do you file complaints? Presented by Faith Jeffery, Electrical Licensing Manager. (Plumbing Industry Related CEU course)

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**The Essentials of Small Business Planning** (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Paul Snare, SCORE Tacoma, with a 40-year career in the engineering and construction trades.

**Cash Flow Management - Understand Your Business Financials:** (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Paul Snare, SCORE Tacoma

**Bidding, Estimating and the Bottom line** (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Ray Gilbride, President of the National Subcontractors Association with over 20 years construction industry experience.

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with LinvilleUrsich, PLLC.

**Bid Preparation and the Government Contracting Process** (*All contractors*) This class will familiarize you with the costs that go into a bid when proposing a price for contracting purposes generally and federal government contracting specifically. Topics that will be discussed include: Overhead, Prevailing Wages, Profit, and contracting terminology. Presented by Gary Trujillo of the Small Business Administration, an 18 year veteran.

**How do I Protect Myself and My Business?** (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to limit competition by using non-compete and non-disclosure agreements in your business. Presented by Seth Millstein, attorney with Linville Ursich PLLC.

**How to Hire and Find Good Employees** (*All contractors*) Learn what resources are available to help find, screen, and hire new employees. Presented by King and Snohomish County WorkSource.

### Seattle Only

**Risk Management** (*All Contractors*) - Controlling your workers' compensation costs involves many aspects of your business, from hiring and training the right people for the right jobs, to your accident prevention and safety plans, and appropriate and timely responses after an injury occurs. Presented by Diane Doherty, Risk Manager, Labor and Industries.

**Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Code CEU course)

**Job Site Safety Set-up and Your Weeklies?** (*Contractors with employees*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Brendan Clark, Assistant Safety Director for Associated General Contractors.

### Edmonds Only

**Green Building – What is it all about?** (*All contractors*) - Learn more about Washington's green building programs and the advantages of going “green”. Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate, provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, BIAW

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

**Tips on Handling the Difficult Customer** (*All contractors*) – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Katie Young, Director of Marketing at BBB.

**Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Code CEU course)

## **Free Contractor Training Days**

Almost 2,000 contractors and their employees have taken part in these Contractor Training Days. Take a look at what a few of them had to say about the program.

- *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- *"Thank you for this "free" opportunity to learn more and help our business"*

If you are interested in other Contractor Training Day Dates, please check our website at: [Contractors.LNI.Wa.gov](http://Contractors.LNI.Wa.gov) or sign up for our Quarterly Newsletter at:

<http://www.lni.wa.gov/Main/Listservs/TradesLicensing>

### **Our Hosts:**

**Seattle Central Community College  
Wood Construction Center**



Woodworking, one of humankind's most ancient skills, remains to this day a source of great personal satisfaction and wealth. In many other modern jobs, automation has cut the value of human labor. Not from fine woodworking, however. No prefabricated product can match the luster and luxury of hand-crafted boats, custom homes, and original cabinets.

You can join this profession through the Wood Construction program at [Seattle Central](http://SeattleCentral.edu). Our [teachers](#) have worked in the industry, earned employers' respect, and mastered the skills. Most important, they know how to make the craft real to you.

Since our start as Gompers in 1936, we have trained the Northwest's best woodworkers.

For more information visit our website at: <http://seattlecentral.edu/wood>

### **Edmonds Community College**



The curriculum focuses on business and project management, estimating, inspection, and construction related computer applications. The program is designed primarily for people who are presently employed or have previous experience in some phase of the construction industry. Since the program is geared to the needs of the working person, most Construction Program Requirement courses are offered in the evening.

Students may take one or two classes to supplement existing job skills or may pursue a more formal course of study. The Department offers a Construction Project Management Certificate, a Building Inspection Certificate, and an Associate of Technical Arts Degree in Construction Management. Individualized programs are available to students who plan to pursue Baccalaureate and Masters level Construction Management degrees.

For more information visit: <http://const.edcc.edu>

**Our Volunteer Speakers, Associations and Agencies:** A huge thank you to Associated Builders and Contractors (ABC), Associated General Contractors (AGC), Building Industry Association of Washington (BIAW), Linville Urcish, LLC, the Better Business Bureau, SCORE (Senior Corp of Retired Executives), The US Small Business Administration, and all of the state agencies.

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400



## **Free Training for Construction Contractors**

**October 27, 2006    Seattle, Washington**  
**December 15, 2006    Edmonds, Washington**

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to **manage your cash flow more effectively**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Eight different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>  
OR call 360 902-4666.